

Event Hospitality Arrangements

Dear [Recipient's Name],

We are delighted to share the hospitality arrangements for the upcoming wedding reception of [Bride's Name] and [Groom's Name], scheduled for [Date] at [Venue Name].

Event Details:

- **Date:** [Date]
- **Time:** [Start Time] - [End Time]
- **Venue:** [Venue Name]
- **Address:** [Venue Address]

Hospitality Arrangements:

- Welcome Drinks: [List of drinks]
- Seating Arrangement: [Details about seating]
- Catering Services: [Caterer Name and menu items]
- Cake Cutting: [Details]
- Entertainment: [Type of entertainment]
- Photographer: [Photographer Name]

We aim to provide a memorable experience for all guests attending this joyous occasion. Please RSVP by [RSVP Date] to confirm your attendance.

Should you have any questions or special requests, do not hesitate to reach out.

Warm regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]